COMMERCIAL INVOICE PROCESS

- 1st business day - Invoice is received by BPD, date stamped, and distributed to appropriate Accounting Technician.

- $1^{st} – 3^{rd}$ business day – Accounting Technician reviews invoice to determine if it is proper. If proper, the Accounting Technician completes an electronic approval sheet, digitally scans the invoice, and e-mails the invoice and approval sheet to the proper COTR for certification. If the invoice is deemed improper, the Accounting Technician returns the invoice to the vendor within seven business days.

- $3^{rd} – 6^{th}$ business day – The COTR reviews and accepts or rejects the invoice. Within three days the COTR returns the invoice and approval sheet via e-mail or fax to AOB for processing. If COTR rejects the invoice, the Accounting Technician returns the invoice to the vendor.

- $7^{th} – 8^{th}$ business day – If the invoice certification has not been received from the COTR, the Accounting Technician will contact the approving official and inquire about the status of certification.

- $9^{th} – 10^{th}$ business day – If the invoice certification still has not been received from the COTR, the Accounting Technician will follow up with the approving official again and inquire about the status of certification.

- 11th business day – If AOB has not received the certified invoice from the COTR or if sufficient funding has not been provided by the 11th business day, the Accounting Technician will notify the Lead Accounting Technician and provide the following information related to the outstanding invoice:

  1. Date Invoice Received (log date)
  2. Date invoice hit Outstanding Invoice List
  3. Prompt Pay Due Date
  4. Invoice #
  5. Invoice Amount
  6. Vendor Name
  7. Obligation #
  8. Approving Official
  9. Approving Official Phone #
  10. Brief description of action AOB has taken to collect certified invoice

  The Lead Accounting Technician will update the outstanding invoice listing with the information supplied above and e-mail the attachment to the appropriate customer contacts and cc: the Processing Accountant and Accounting Supervisor.

- 11th – 15th business day – the customer works internally to acquire invoice approval and/or funding and provide it to AOB.

- 15th business day – Date that AOB must have the appropriately certified invoice with sufficient funding on the referencing obligation to ensure that payment will be made by the prompt payment due date.